

## Transfer of Servicing Transactions

The Transfer of Servicing Rights ("TOS") transaction is used to report the transfer of the Servicing Rights in an active, registered loan from one Servicer to another. Two types of TOS transactions are available. The one you use depends on whether you are transferring only servicing rights or both servicing and beneficial rights.

- **Create TOS:** Reflects a Transfer of Servicing only (no change in beneficial rights/investor).
- **Create TOS/TOB Combo:** Reflects both a Transfer of Servicing and Beneficial Rights *to the same Member*. See the [TOS/TOB Combo Transfer Transaction QRG](#) details.

The current Servicer or Subservicer must create a TOS Batch no later than seven (7) calendar days after the Transfer Date. The Transfer Date is the date on which the responsibility for servicing a loan transfers to the new Servicer, per the terms of the applicable Purchase and Sale Agreement.

Each TOS transaction will automatically determine whether the submitted MIN Records are Flow (less than 270 days old) or Seasoned (270 days old or older) and separate them into different transfer batches.

### Reports:

- *Pending Transfer of Servicing Rights Report (SA):* Optional daily report that lists all TOS Batches with a future Transfer Date. Confirmations are reported on the SA Report up to the Transfer Date.
- *Physical Transfer of Servicing Rights Report (SC):* Mandatory daily report that lists all TOS transactions completed or rejected by the Transfer Date.
- *Expired Transfer of Servicing Rights Report (SD):* Optional daily report listing all unconfirmed MIN Record transfers. A Transfer Batch expires 31 calendar days after the Transfer Creation Date or the Transfer Date, whichever is later.
- *Overdue Transfer of Servicing Rights Report (SE):* Mandatory daily report that lists all TOS Batches that have not been fully confirmed or rejected by the Transfer Date and are now overdue.
- *Transfer of Servicing Rights Rejects Report (SF):* Mandatory daily report that lists all TOS transactions rejected for the processing day because of operator or batch error
- *Canceled Transfer of Servicing Rights Report (SG):* Optional daily report that lists all TOS Batches cancelled by the Member initiating the TOS Batch.
- *Current Investor Changes for Pending Transfer of Servicing Rights Report (SH):* Optional daily report that lists all MIN Records included in both a TOS Batch and an Option 1 TOB Batch and for which the MERS® System replaced the current Investor with the Option 1 Investor.
- *MINs Deleted from Pending Transfer of Servicing Rights Report (SI) –* Optional daily report that lists all MIN Records that were deleted from a pending or overdue TOS Batch because they were also in an Option 1 TOB Batch.

### MERS® System Guides:

To follow the screen prints, start from the **Main Menu**, select **TOS Menu** and then choose one of the two transfer types (**Create TOS** or **Create TOS/TOB**). Only the first screen differs between the transfer types.

## Create TOS Batch Page

**Sale Date optional and only used for Seasoned Transfers**

**Select Transfer Date**

**Enter Current Investor, Servicer, & Subservicer if applicable**

**Enter New Subservicer & Custodian if applicable**

**Select checkbox to delete current Custodian without adding another**

The screenshot shows the 'Create TOS Batch' page in the MERS System. It includes a sidebar with navigation links like 'View List of Batches', 'Create TOS', and 'TOB Menu'. The main form area contains fields for 'Sale Date', 'Transfer Date', 'Current Investor', 'Current Servicer', 'Current Subservicer', 'New Servicer', 'New Subservicer', and 'New Document Custodian'. A checkbox labeled 'Delete Current Custodian' is also present. A 'Submit' button is at the bottom right.

## Transfer Servicing Rights MIN List Page

**The Create TOS/TOB Batch page is similar**

**Use MIN Find to locate & add MINs to batch**

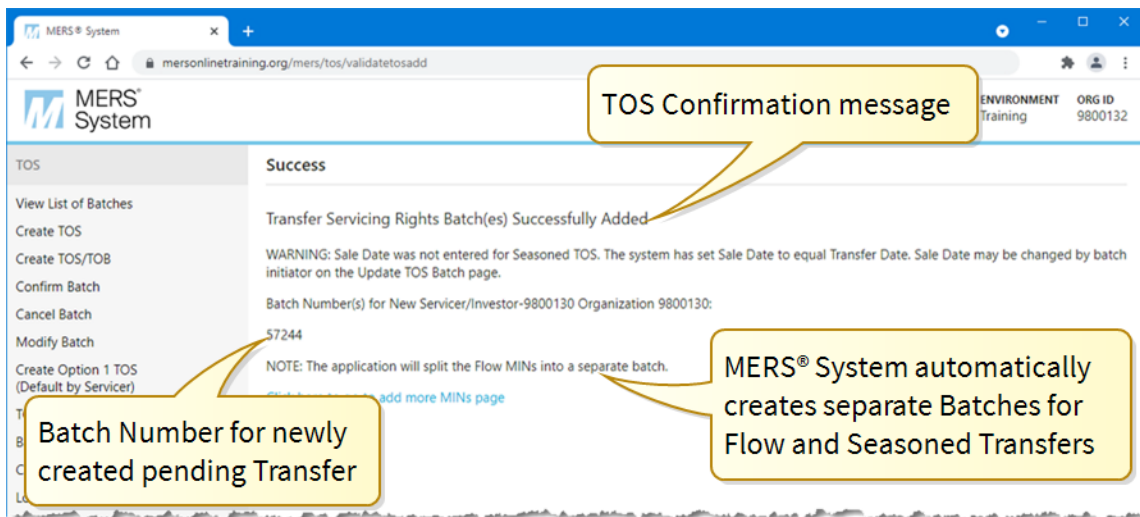
**Enter or paste up to 500 MINs**

**Hover and use X to delete a MN**

**Clear removes all entered MINs**

The screenshot shows the 'Transfer Servicing Rights MIN List' page in the MERS System. It includes a sidebar with navigation links like 'Create TOS/TOB', 'Confirm Batch', 'Cancel Batch', 'Modify Batch', 'Create Opti', '(Default by', 'TOB Menu', 'Back to Main Menu', 'Contact Us', and 'Log Out'. The main form area contains fields for 'New Servicer Org ID' and 'New Servicer Org Name'. A 'MIN Find' button is present. Below it is a text box for entering MINs, followed by a table of MINs. A 'Clear' button and a 'Submit' button are at the bottom right.

- If the TOS Batch initiation request is accepted, a confirmation page displays showing the TOS Batches created. MERS® System creates separate TOS Batches for flow and seasoned MIN Records. If a warning message appears without an error, the TOS Batch was created successfully.



- If the TOS Batch initiation request is rejected, correct all errors listed on the error message and submit it again. Incomplete TOB initiation requests are not saved.

